

## QUARTERLY PROGRESS REPORT

Fiscal Year 2015/2016 , Quarter 1st

Caltrans Task Manager: Lauren Iacobucci Task ID/Project ID (for Caltrans use only):

Task Order No.: 034

Contract No.: 65A0529

1. Task Title: Planning Workshop- Seminar Series

2. Describe last quarter's tasks/deliverables:

During this reporting period, the agreement was signed and funds made available on August 10, 2015. Caltrans and UCONNECT staff then met to discuss plans for speakers, themes and dates for the four workshop sessions. Following a kick-off meeting held in Sacramento, the poster for the first session was designed and distributed to Caltrans departments and to other agencies and transportation planning stakeholders throughout the state and region. The first workshop took place on September 28, 2015- the last week of this reporting period. An agenda, session brief and poster for the second session were distributed to both in person and online attendees.

3. Describe next quarter's tasks/deliverables and their due dates:

During the next quarter, sessions #2 and #3 will be held following additional planning meetings with Caltrans staff.

4. Describe Project Status:

- Are you on time with your schedule?

YES

NO

- Are you on budget?

YES

NO

- Are you on scope?

YES

NO

If the answer to any of the above is NO, please explain below:

5. Estimated percent of work completed: 25%  
 Estimated percent of budget expended: 0%



6. What are your expenditure projections for the next four quarters or until the project's end?

FY 15/16; Q1	FY 15/16; Q2	FY 15/16; Q3	FY 15/16; Q4
\$ 0	\$ 34,405.50	\$ 34,405.50	\$



Use this area for any additional information. Clearly identify which Section this information applies to.

Due to the fact that the first workshop did not take place until the final week of the quarter, there were no cost encumbered until after the session. Therefore, no funds were spent in the first quarter. Remaining funds will be spent over the course of the remaining two quarters of the project.

Submitted By: Madonna Camel

Date: 11/3/15